



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ACCOUNTING ADMINISTRATOR II (SUPERVISOR)*

\$4,963 - \$5,987

**ACCOUNTING SERVICES BUREAU
SACRAMENTO**

RESPONSIBILITIES:

Under the general direction of the Chief, Accounting Services Bureau, the Accounting Administrator II will plan, organize, and direct the accounting activities of approximately 27 staff members in the Accounts Payable, Revolving Fund, and Tax Accounting Section. Essential duties include but are not limited to:

- Manage the accounting functions of Revolving Fund, Payroll, Employee Travel Expense Claims, General Support Accounts Payable, Contract Payments, and the highly complex Tax and Security Accounting. Oversee monthly reconciliation of account balance with the State Controller, the State Treasurer, and outside agents. Evaluate and ensure the sufficiency of securities pledged by the insurance companies.
- Ensure all disbursements are made timely and accurately to comply with state law and regulation.
- Ensure all expenditures are recorded timely and properly in CALSTARS.
- Ensure tax and security accounting is in compliance with the Insurance Code, and the Revenue and Tax Code.
- Serve as project manager for some new and enhanced automation projects in the Bureau.

DESIRABLE QUALIFICATIONS:

- Strong supervisory and organizational skills.
- Knowledge of accounting principles and procedures, governmental accounting and budgeting, and CALSTARS.
- Excellent oral, written and analytical skills.
- Excellent interpersonal skills.
- Ability to work effectively under stressful situations.
- Ability to make sound decisions and recommendations.
- Ability to manage multiple tasks concurrently and efficiently.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Accounting Administrator II, Supervisor level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. *All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.*

APPLICATION PROCEDURE:

Send a completed standard State of California application to Cynthia Louie, Department of Insurance, 300 Capitol Mall, 13th Floor, Sacramento, CA 95814. **Please indicate "Accounting Administrator II, Supervisor, #192-4542-XXX" on the State application.** For additional information, please call (916) 492-3381.

FINAL FILING DATE: May 18, 2001 or until filled

NOTE: Interested individuals, including list eligibles, must submit applications by the final filing date in order to be considered for this position.

***PENDING THE DEPARTMENT OF PERSONNEL ADMINISTRATION APPROVAL**

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

pb05/08/019